# *COR Files Maintenance*

# LEARNING OBJECTIVES

Responsibility to maintain COR Files

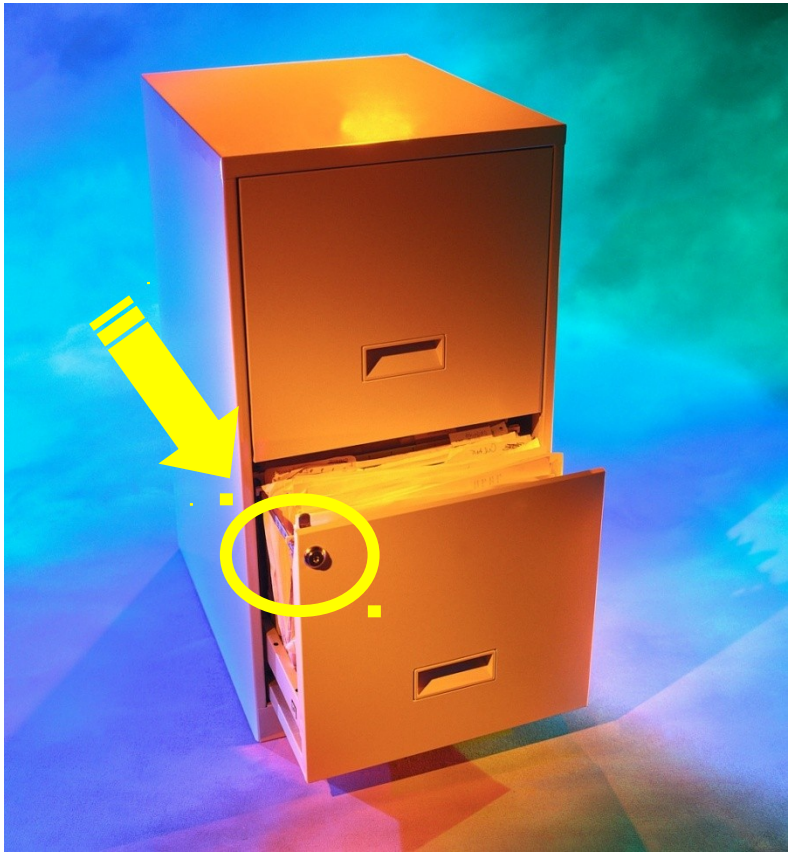
What goes in the File

Setting up File Folders

Disposition of COR Files

# 410th COR Training

## COR Files



The COR file is a part of the official contract file and must be maintained in accordance with the contracting officer's instructions.

COR is Responsible to :

- Maintain complete and orderly files
- Safeguard all procurement sensitive, business sensitive, and proprietary information.

**FAR Subpart 4.8 -- Government Contract Files**

# 410th COR Training

## COR FILES

The contents of the COR files will vary according to the size and complexity of the contract.

**As a minimum, COR files should contain:**

- Copy of Appointment Letter(s) and Training Certificates (COR, ACOR, & TMs)
- The Notice of Award or Notice to Proceed
- Copy of current **complete** Contract to include:
  - PWS (or Pertinent Section)
  - All modifications
  - Delivery order or Call order
  - Contract Deliverable Requirements List (CDRL)
  - Mandatory publications requiring contractor compliance
  - List of Government Furnished Equipment (GFE)
  - Pricing and payment information
  - Etc … … … … … …

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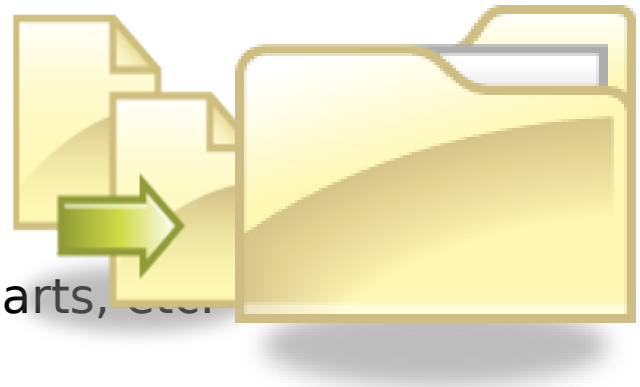
## COR FILES **(cont.)**

- Original copy of COR QASP and Surveillance Checklist (describes how the Checklist will be used to perform surveillance and how the surveillance results will be reported to the Contracting Officer**)**



- Surveillance / Inspection Records and Results (Award Fee input  if applicable )

- Analysis of Surveillance Results/Trend Charts, etc.

- Original copy of COR Award Fee Plan (if applicable)

- A copy of approved and accepted contractor plans and procedures to include the contractor's **Quality Control Plan**.

- List of Government Furnished Property (GFP) and Contractor Acquired Property (CAP)

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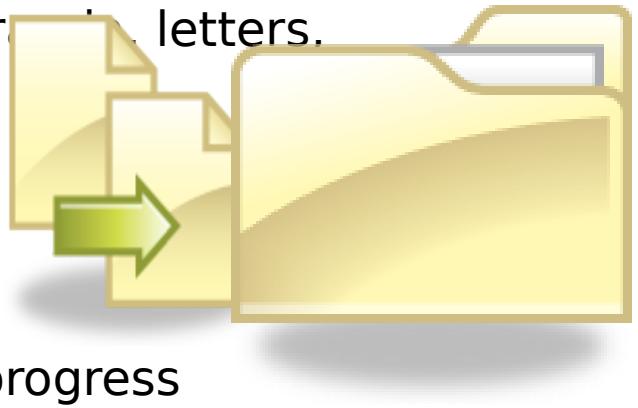
## COR FILES **(cont.)**

- CDRLs submitted to COR as required by contract:
  - contractor generated data & reports
  - lab or test results (AOAP, water, fuel, etc.)
  - various information - for example employee licenses, certifications, resumes, health cards, security clearances, …
- COR's analysis of CDRL data & information and action taken

- Communications with KO & Contractor, all correspondence concerning contract performance – memor[illegible] letters, records of meetings, email messages, etc.



- Copies of contract funding and payment Documents - invoices, DD250, etc.

- Meeting notes: pre-award, post award, progress meetings, quality reviews, problem solving meetings, etc

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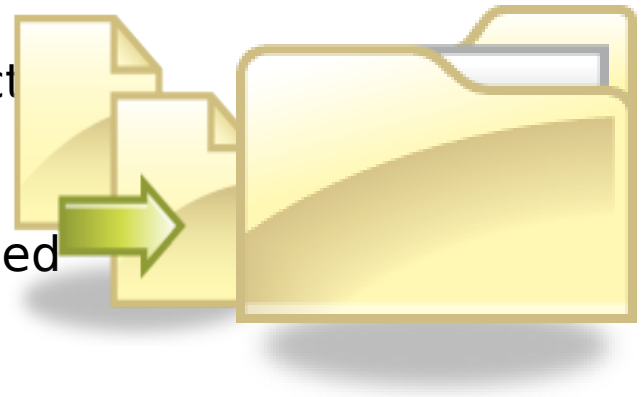
## COR FILES (cont.)

- All “Acceptance“ documents signed by the COR or KO
- All “Rejection” documents signed by the COR or KO
- Samples, photos, witness’ statements, test results, any documents that support the factual circumstances of any issue that may become controversial
- Record of unusually severe conditions that may affect the contractor’s performance
- Record of any Government actions that impacted or unduly influenced the contract performance (interference)
- Copy of COR Program Audit Checklist used by Contracting Office to review CORs
- Continuity Book – Battle Hand Off Book



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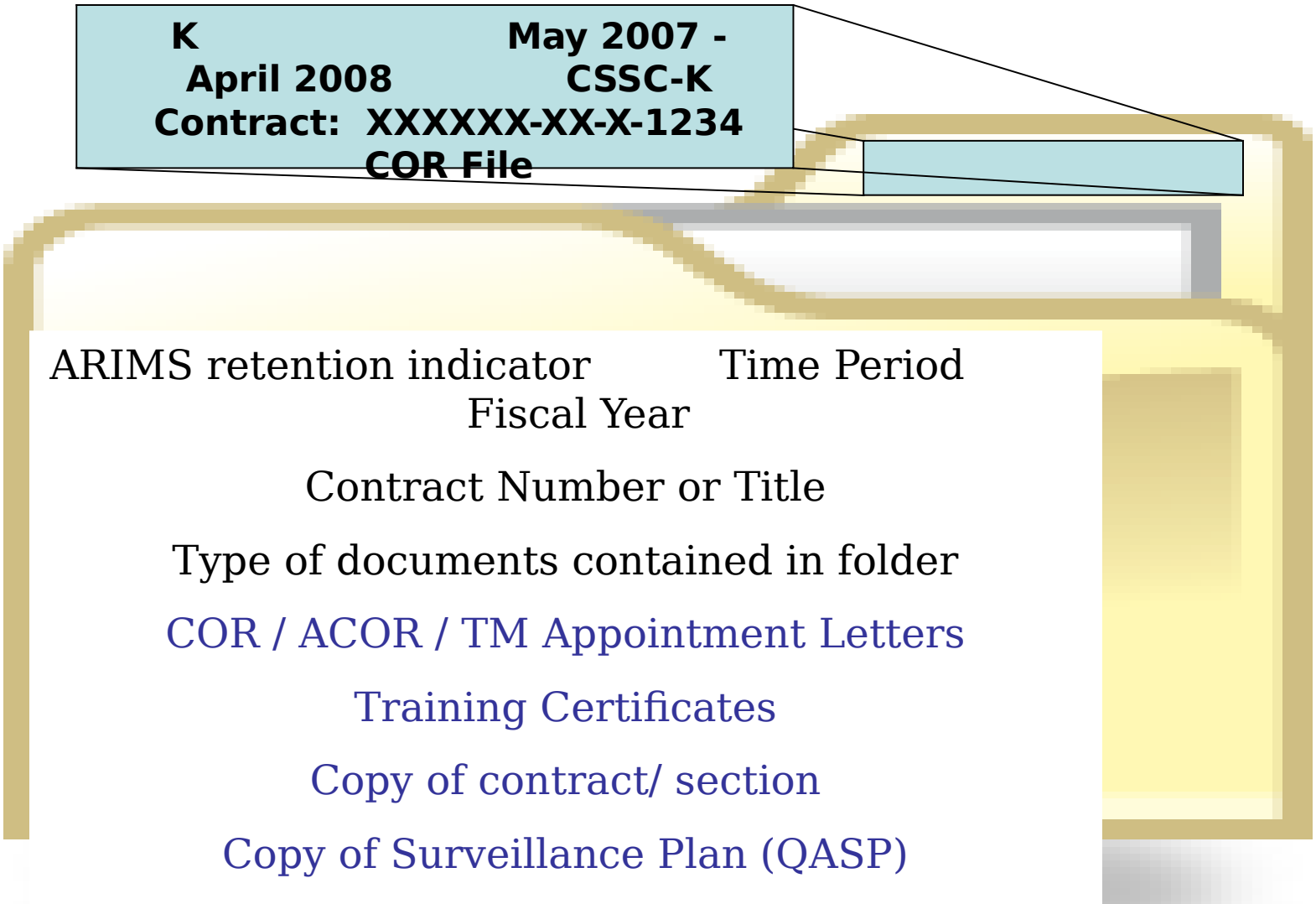
## COR FILES

- Files may be maintained in hard copy and electronically, e.g. computer and CDs
- Maintain a separate file for each contract
- Segregate documents into folders based on the type of document
- Clearly index all documents and file by group, in chronological order
- Mark the contract number clearly on all documents and file folders

# 410th COR Training

## COR Files




ARIMS retention indicator  Time Period
Fiscal Year

Contract Number or Title

Type of documents contained in folder

COR / ACOR / TM Appointment Letters

Training Certificates

Copy of contract/ section

Copy of Surveillance Plan (QASP)

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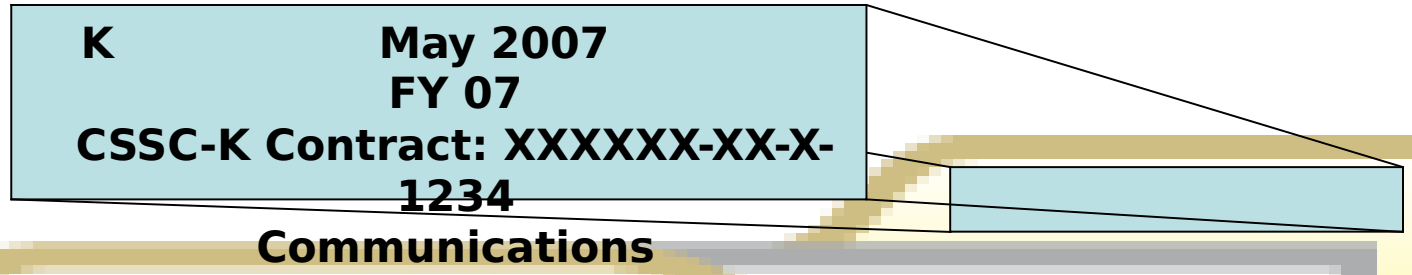
## COR Files




ARIMS retention indicator  Time Period
Fiscal Year

Contract Number or Title

Type of documents contained in folder

Letters

Email – printed

Memorandums

Records of Phone Conversations

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## COR Files

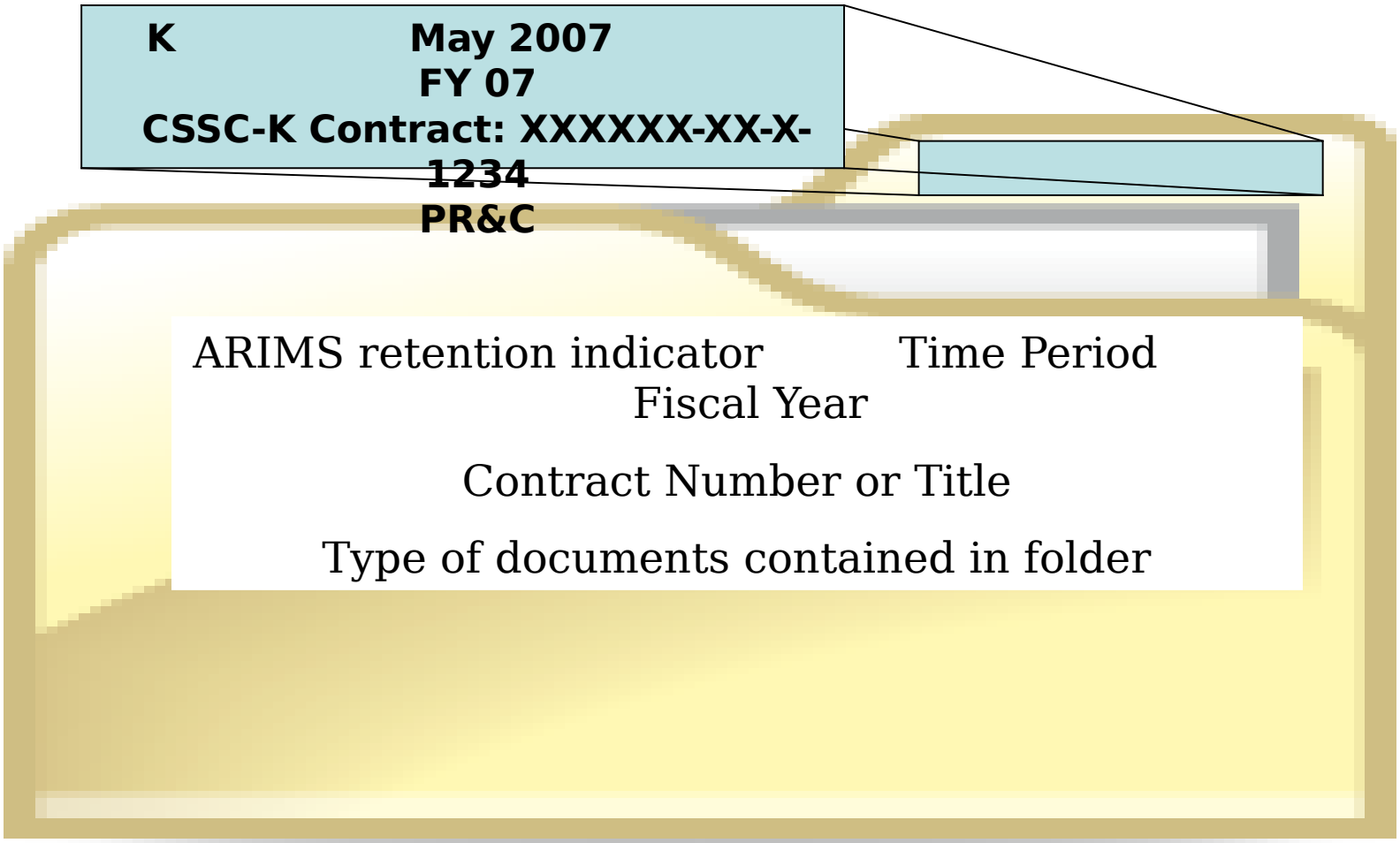
ARIMS retention indicator  Time Period
Fiscal Year

Contract Number or Title

Type of documents contained in folder

# 410th COR Training

## COR Files



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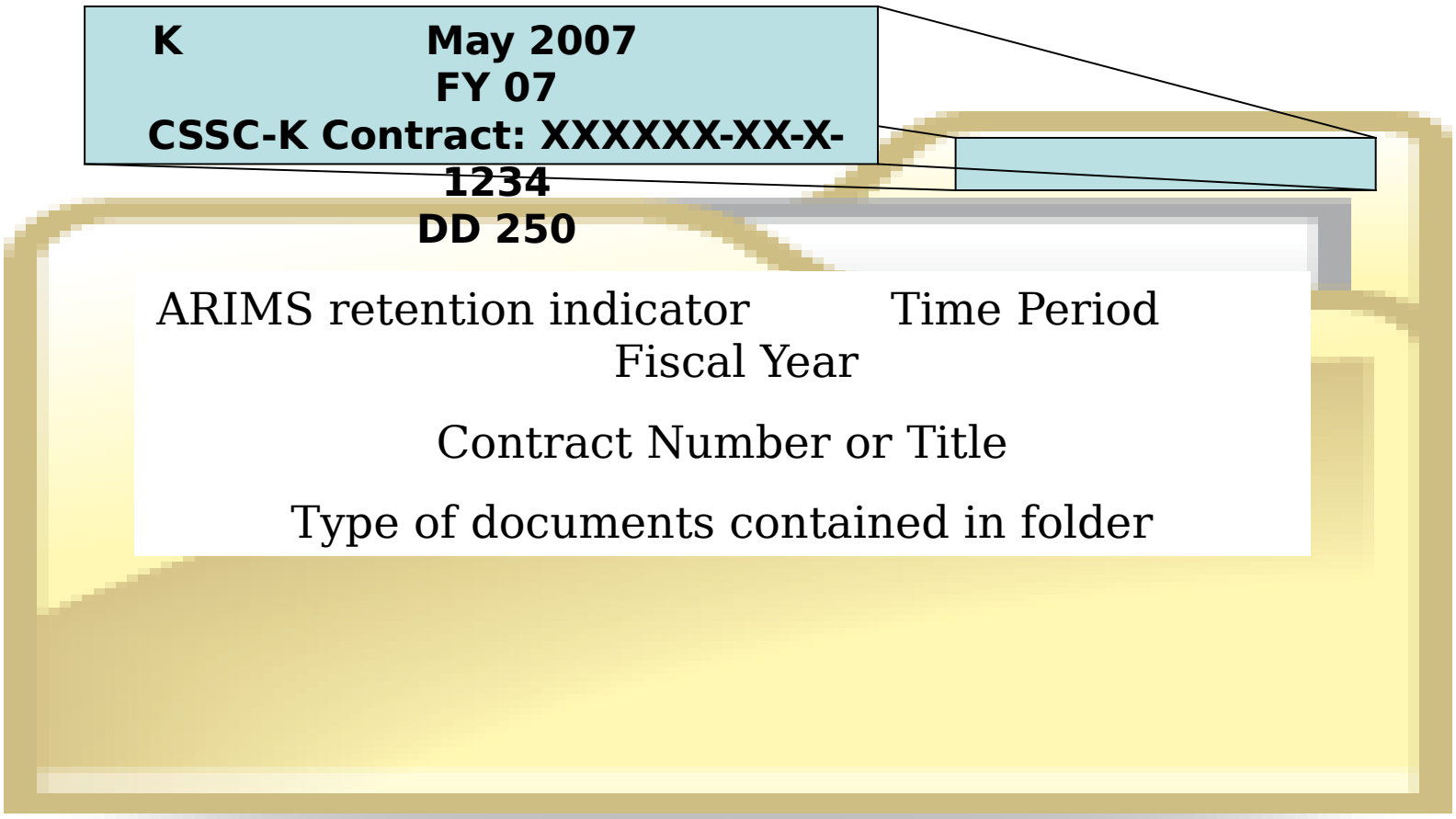

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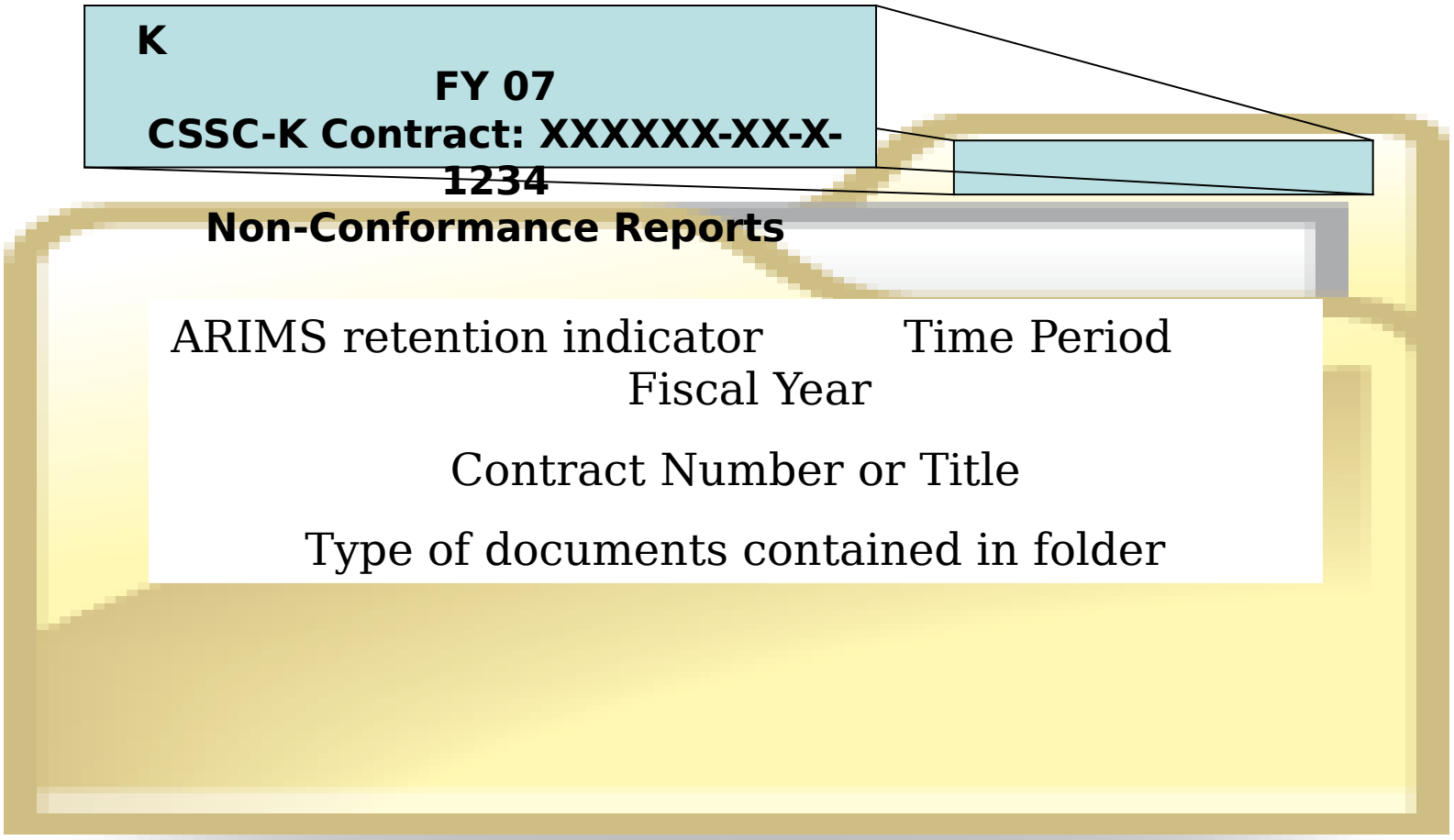

# 410th COR Training

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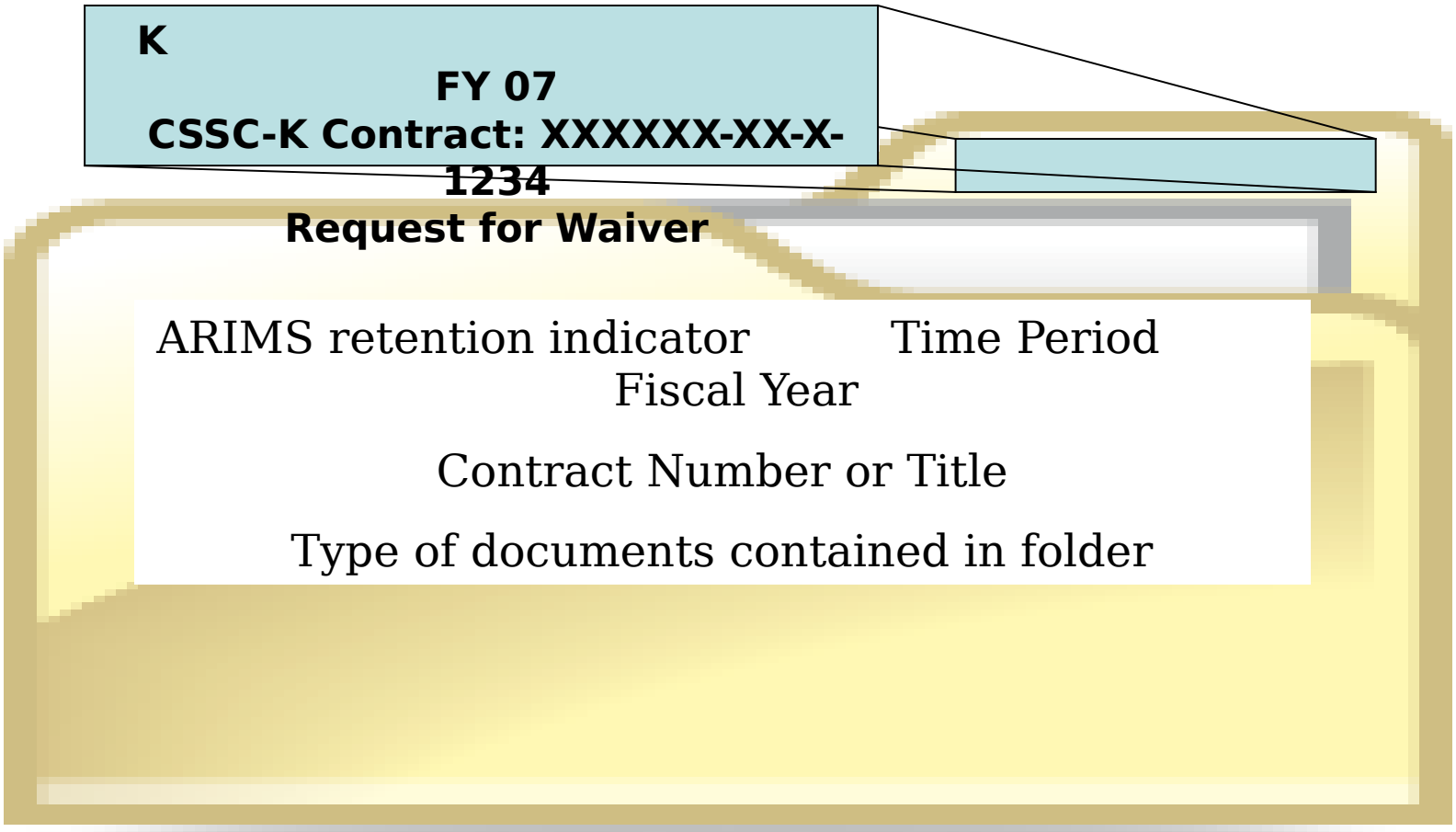

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## COR FILES

- Destroy duplicate copies of file documents after they have served their purpose

- COR files shall be turned in to the KO as directed upon:
  - Termination of the COR's Appointment
  - At the end of the Contract
  - And/Or as otherwise directed by the KO

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***QUESTIONS ?***